Travel & Expense Management System (TEMS)
User Group Meeting
Oct. 4, 2005

Point Plaza – 1st Floor Conference Room
http://www.ofm.wa.gov/accounting/tems/default.htm

Agenda:
1. Web Site Available
2. Parking Lot
3. Business Rules & Matrix
4. Requirements Review (starting from 3.07.010)
5. Break
6. Requirements Review

Categories:

OKCOM: This requirement is correct. We can all probably implement it in a common fashion.

OKMOD: This requirement is correct. However, there are differences agency by agency that will probably require unique processes or customized implementations.

ISS: There are issues with this requirement that need resolution.

INFO: We need to get more information about this requirement.

DEL: Delete this requirement.

Priorities:

ESS: Essential. This function must meet this requirement.

HIGH: This requirement is highly desirable.

MED: This requirement is a "nice to have" within this function.

LOW: This requirement is of low priority. The function can easily operate without this requirement.

Ground Rules

- Start and End on time
- Consider and respect all ideas
- Keep an open mind
- Support open discussion and honesty
- Keep on topic
- Manage airtime (facilitator will monitor time spent on individual topics)
- Keep the discussion on a business level – not personal

Workshop Schedule (Planned vs. Actual)

Session	Date	Topics
1	*Sept. 23*	*Welcome, Overview, Roadmap, Req. 3.01 – 3.07 (3.07.010)*
2	Oct. 4	Req. 3.07 – 3.09
3	Oct. 11	Req. 3.10 – 3.12
4	Oct. 18	Req. 3.13 – 3.14
5	Oct. 25	Roadmap, Req. 3.15 – 3.17
6	Nov. 1	Req. 3.17 – 3.18 & Business Rules
7	Nov. 8	Issues & New Requirements
8	Nov. 15	Issues & New Requirements

ID	Function	Session (Planned)	Session (Actual)
3.01	Setup an Agency	1	1
3.02	Inactivate an Agency	1	1
3.03	Setup a User	1	1
3.04	User Profile Information	1	1
3.05	Inactivate User Account	1	1
3.06	Transfer Profile Information	2	1
3.07	Pre-Approval Request	2	1 (to 3.07.010)
3.08	Reimbursement Request	2	
3.09	Pre-Payment Request	2	
3.10	Account Coding	3	
3.11	Payment Approval	3	
3.12	Manage Workflow	3	
3.13	Report/Query Information	4	
3.14	System Help	4	
3.15	Broadcast Message	5	
3.16	Policy Exceptions – System Notification	5	
3.17	Maintenance of User Information	5 & 6	
3.18	Travel Reservations	6	
	Business Rules	6	